

*Facility Alcohol Permit  
for Beer, Wine & Liquor*

Renter Name \_\_\_\_\_ Renter Phone \_\_\_\_\_

Address \_\_\_\_\_

Renter Email \_\_\_\_\_

Facility Reserved \_\_\_\_\_

Date of Reservation \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Alcohol Serving Start Time \_\_\_\_\_ Last Call Time\* \_\_\_\_\_

*\*Remember to allow enough time for clean-up when considering your last call time.*

**Security officer must arrive 30 minutes before the start of service and remain onsite until 30 minutes after the last call.**

Security Start Time \_\_\_\_\_ Security End Time \_\_\_\_\_

Number of officers needed: \_\_\_\_\_ x Hourly fee \$40.00 x # Hours needed \_\_\_\_\_ = \_\_\_\_\_ **Amount due**  
**Up to 200 people = 1 officer, \*200 to 300 people = 2 officers, \*300 or more people = 3 officers**  
(\*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 100)

The applicant understands and agrees as follows:

- **Payment for security is due at the beginning of the rental and is given directly to the security officer(s) in the form of cash.**
- **Alcohol can only be served and consumed during the designated serving times and not prior to the officer's arrival.**
- Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than 2 business days prior to the event.
- The \$100.00 Alcohol Permit fee is due 60 days prior to rental date.
- Renter is personally responsible for the conduct of guests, vendors, and all aspects of the event.
- All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
- No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
- This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***In order to book security for your event, please contact Lenexa Parks and Recreation  
at (913) 477-7100 or email [parksandrec@lenexa.com](mailto:parksandrec@lenexa.com) at least 60 days prior to your event.***